

# INSIDE THE POLLS

## Polk County Election Official Newsletter



### Upcoming Events

**Oct 1 — Oct 5**

*Satellite Officials  
River Place*

**Oct 15 — Oct 19**

*Captain Training  
Administration Bldg.*

**Oct 22 — Oct 26**

*Captain Training  
Administration Bldg.*

**Oct 29 — Nov 1**

*Poll worker Training  
River Place*

**November 1**

*Double Precincts  
Captain Training  
6 PM—8 PM  
River Place*

**November 2**

*Single Precincts  
Captain Training  
River Place*

**November 6**

*General Election*

### Special Election notice

**September 11, 2018**

Dallas Center—Grimes and Southeast Polk Community School Districts will have a special elections. Look for more information soon.

### Survey—Thank you

261 responses to the Post Election survey. First off, Thank You!

Your responses help improve the process and consistency we are all working towards. As a result, you will soon see new training materials and documentation. We have also expanded our social media footprint.

We are still processing the responses into items we can address with action and items we can address with information.

We also hope to include some responses from “how to process non-English speaking voters” in the September newsletter.

### Samples from the Survey

We had several questions, dealing with scenarios about voters who were not in the book (A Red Side Voter).

Poll worker script is used to identify if the voter is in the book or not? If a voter is not in the book, send the voter to the Precinct Captain.

Precinct Captain, there’s no reason to make it complicated. There’s **no scenario**, where a voter who is not in the book will move back to the green side, even if you call.

Always verify that the voter is in the correct precinct. Especially in a double precinct. If the voter is in the correct precinct, follow the provisional play-book based on what the voter has for identification and proof of residency.

### Non-English Speaking Voters

We had another question that I will toss out to our experts. You guys are truly on the front lines here.

How does your precinct process non-English speaking voters? (*Census estimates 12.4% of Polk County age 5+ do not speak English at home*)

We looking for your feedback. Please reply to share what works and what does not. We’ll pass on responses next month.

### Is this really you?

**Q.** “What are we supposed to do if we don’t think the ID is of the person who presents it?”

**A.** **Call us**, we will walk you through the process.

There was one instance in Iowa during the 2018 primary election (not in Polk County) where a voter’s identity was questioned. Steve will cover the process, procedure and filling out the **Challenger’s Statement** for this **very rare** occurrence in the precinct captain training.

### Friendly Reminder

**Do not** discuss politics or any of the protected traits. Race, color, creed, sex, religion, national origin, physical disability, sexual orientation and gender identity while working the polls.

**Never** tell a voter to learn English or offer to pray for/with the voter or fellow co-workers.

### Thank You!

If you witness a violation, immediately call our office so we can correct the situation

**286-3247**

# INSIDE THE POLLS

## New training materials

Based on our post Primary Election provisional ballot envelope (PBE) processing, and the Primary Election survey responses we have made a few changes to the precinct worker script. We also made changes to the provisional ballot playbook and created a precinct captain provisional script.

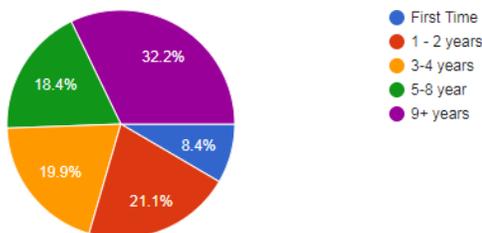
We have created a separate **double precinct captain training session on November 1 from 6 PM to 8 PM**. Our double precincts have unique tasks and procedures that will be covered in this training. One example that we noticed, is some double precincts, a single captain processed all the PBEs. In this case the captain must make sure the correct ballot is given to the provisional voter.

As we were logging Election Day problems and processing the PBEs, we noticed common inaccuracies associated only with double precincts. We expect all our double captains to attend the customized session, Thursday evening, November 1, 2018.

It is very important to follow the playbook verbatim. These forms are scanned as part of post-election processing and become part of the voters record. **DO NOT STAPLE ANYTHING to the PBE. DO NOT add boxes or notes to the PBE.**

What is your length of service as an election worker

261 responses



261 responses to the post election survey. Thank You—Your comments help define future training subjects.

The new poll worker script will have GO, YIELD and STOP symbols. Although the process is unchanged, we feel this concept will help poll workers understand exactly when to proceed or send the voter to the precinct captain for provisional ballot processing.

The captain script will help with consistency in PBE processing. It's important to slow down and follow the template verbatim. Incomplete forms are grounds for rejection by the provisional board of review.

The PBE becomes a legal change to the voter's record. PLEASE fill out the PBE verbatim based on the playbook template. We have added more highlighted sections and signature reminders so these forms will be consistent in November. Check the PBE to make sure the information is legible and signed.

Provisional receipts always go to the voter. They do not go in the PBE.

Oaths of identification belong in "Door A". When we see Oaths from 12 precincts in the Red Provisional bag it tells us that the Open /Close instructions were either vague or unread.

We had several PBE with secrecy envelopes sealed inside. There is no reason to give a secrecy envelope to a provisional voter.

## Special Election Notice

*Another practice run before the General Election!*  
We have received notice for two special elections on **September 11, 2018**. One for the Dallas Center—Grimes Community School District and the other for the Southeast Polk Community School District. Look more information soon.

